



United States Department of the Interior

OFFICE OF THE SECRETARY
NATIONAL BUSINESS CENTER
Washington, DC 20240



To: All DOI Customers

From: Acquisition Services Directorate – DC, Denver, and Boise Offices

Date: July 14, 2010

Subject: End of Fiscal Year 2010 Deadlines

The National Business Center's Acquisition Services Directorate (AQD) would like to remind our customers that the end of Fiscal Year 2010 is fast approaching. The last date for making contract awards for FY10 is September 30, 2010. All contract awards and modifications must be complete by this date.

What does this mean to you as our valued customer?

1. Purchase requests (PRs) for any new requirements with an anticipated value under \$100,000 may be submitted by the timelines identified in Table 1.
2. PRs for any new requirements with an anticipated value over \$100,000 which will be procured against an established source (such as Federal Supply Schedules, 8(a) STARS, NASA SEWP, etc) may be submitted by the timelines identified in Table 1.
3. PRs for any new requirements with an anticipated value over \$100,000 for which open-market procedures would be used (i.e. an established source would not be used) can no longer be accepted for FY10.
4. For option years with a period of performance that commences on October 1, 2010, please email your Contracting Officer/Contract Specialist by July 30, 2010 with your intent to renew your current option year. An FY11 Purchase Requisition (PR) will not be required prior to October 1, 2010. Once FY11 Budget/Account codes reside in FFS, full funding for each Option Year must be presented to AQD via an approved and released PR in IDEAS-PD no later than 10 days after your funding becomes available.

Table 1

FY 10 YEAR END CLOSING DEADLINES		
U.S. Department of the Interior - National Business Center - Acquisition Services Directorate		
<u>Date</u>	<u>Event</u>	<u>Responsible Party</u>
Immediately	Deadline for all new FY10 requisitions for <i>services</i> against established sources (FSS, GWACS, etc.)	Program Offices
8/9/2010	Deadline for all new FY10 requisitions for open market simplified acquisitions for <i>services</i> and/or <i>products</i> (up to \$100K)	Program Offices
8/13/2010	As of this date, any new FY10 requisitions must be approved by an AQD Branch Chief (hardcopy signature) to guarantee processing by September 30, 2010	Program Offices



8/27/2010	Deadline for FY10 Requisitions for <i>products</i> against established sources (FSS, GWACS, etc)	Program Offices
8/30/2010	As of this date, all Departmental and NBC requisitions not previously presented for processing will require POB or NBC Budget Officer approval (hardcopy signature) as well as approval by an AQD Branch Chief (hardcopy signature) to guarantee processing by September 30, 2010	Program Offices
9/3/2010	Deadline for all FY10 convenience check requests (up to \$2,500)	Program Offices
9/30/2010	Deadline for all FY10 procurement actions to be processed in PD/FFS	AQD

Please note that AQD may not be able to make your award by the end of the fiscal year if required internal approvals (such as the NBC Contract Review Process for acquisitions exceeding \$100,000) have not been obtained by the dates in the table below. If you are unsure about whether special approvals are required for your PR, please contact your contracting officer.

If you have any questions or need further assistance, please contact your Contracting Officer, Contract Specialist or your local AQD office at the numbers listed below.

AQD - Alaska	907-271-5021	4405 Lear Court Anchorage, AK 99502
AQD - Boise	208-433-5020	300 E. Mallard Drive Suite 200 Boise, ID 83706
AQD - Denver	303-969-7293	7301 W Mansfield Ave. Lakewood, CO 80235
AQD - Herndon	703-964-8800	381 Elden Street Suite 4000 Herndon, VA 20170
AQD – Washington, DC	202-208-3105	1849 C Street N.W. Washington, DC 20240
AQD – Sierra Vista	520-533-5399	22208 Auger Ave. Fort Huachuca, AZ 85613

Thank you for your continued support.